



Christ the Teacher Catholic Schools

Board Policy

Policy Title:	Performance Appraisal of the Director of Education	Code:	BP 12.1
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Policy

The Christ the Teacher Board of Education delegates the responsibility for the leadership and management of the Division's schools to the Director of Education, as the Chief Executive Officer. In order to ensure that the Director is discharging these responsibilities in a manner consistent with Board expectations and the areas of responsibility as identified in Board policy 12, the Board will formally assess the Director's performance on a regular basis according to the following guidelines.

The performance appraisal process provides for both accountability and growth, and the strengthening of the relationship between the Board and the Director of Education. The performance assessment process provides for summative and formative appraisal procedures.

Guidelines

1. A summative or formative appraisal shall occur on an annual basis at a regular interval, or as determined by the Board after consultation with the Director of Education.

2. Summative Appraisal

2.1. A summative performance appraisal of the Director shall:

2.1.1. Be conducted during the first full school year of employment.

2.1.2. Be directly related to the responsibilities of the Director outlined in Board Policy 12 and use the indicators identified in the *Director of Education: Performance Appraisal Guidebook* to guide the process. The Board's Annual Work Plan will include a schedule for the presentation of accountability (evidence) reports at public Board meetings. When rating accountability reports, the Board, by two-thirds majority, will rate the report as meeting expectations or not meeting expectations. When a report is not meeting expectations the Board will indicate the actions required to meet the expectations of the Board.

- 2.1.3. Be related to Division's success with regard to goals identified in the Continuous Improvement and Accountability Plan.
- 2.1.4. Be related to the Annual Professional Growth Plan developed by the Director in September of each year.
- 2.1.5. Recognize the need for evidence for the appraisal process. Multiple sources of data such as accountability reports, Board survey feedback, and student achievement data are augmented with subjective data provided in division surveys.
- 2.1.6. Incorporate a self-appraisal component.
- 2.1.7. Reflect the position of the Board as a whole, rather than of any individual Board member.
- 2.1.8. Culminate in a written report to be written by the Chair of the Director Evaluation Committee, approved by the Board and filed in the Director's personnel file. The written report will affirm specific accomplishments and will identify growth areas.
- 2.1.9. Have provision for a written response to the appraisal by the Director that will become part of the evaluation.

3. Formative Appraisal

- 3.1. A formative appraisal of the Director shall:
 - 3.1.1. Occur in the years in which a summative appraisal is not being conducted.
 - 3.1.2. Include a mid-year feedback session involving the Director and the Board related to the Director's success in achieving the goals of the Annual Personal Professional Growth Plan
 - 3.1.3. Require the Director to prepare for the Director Appraisal Committee a draft assessment report by the end of May which includes:
 - 3.1.3.1. Fulfillment of responsibilities as outlined in the Role of the Director policy;
 - 3.1.3.2. A portfolio of Accountability Reports presented to the Board, with related ratings by the Board;
 - 3.1.3.3. 360 feedback from the Board or Direct Reports (suggested to be completed during year 2 of employment and once during the four-year term of the Board);

- 3.1.3.4. Success in achieving the goals of the Annual Personal Professional Growth Plan;
- 3.1.3.5. District success with regard to the goals Continuous Improvement and Accountability Plan.
- 3.1.4. Be reviewed in draft form by the Director Appraisal Committee prior to the Board meeting in June and revised as needed.
- 3.1.5. Be presented to the Board for approval at the Board meeting in June.
- 3.1.6. Culminate in a letter to be written by the Chair of the Director Evaluation Committee that will be filed with the approved appraisal report in the Director's personnel file.

Reference: Sections 108, 109, 159 Education Act

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